

CHANGE ANNOUNCEMENT

LEAVE WITHOUT PAY AND ADVANCEMENT OF LEAVE EFFECTIVE FEBRUARY 16, 2006

CHANGES

The primary change is the designation of Frank Lloyd and Margaret Hoffmann as the “Commissioner’s designated representative” in situations where VR, ATP or DDS staff request leave advances or leave without pay. Also, the policy memo clarifies that the requests should be forwarded through supervisory channels to Mel Bargas for processing.

The reason for these changes is to have as much consistency as possible in making decisions regarding requests for the advancement of leave, and leave without pay, and also to expedite the processing of these requests.

These changes are in effect upon receipt of this Change Announcement.

VRIS UPDATE

The revised Leave Without Pay and Advancement of Leave Policy Memo is located at VRIS: Training Guides: Mandatory Local Office Training: Personnel Information Curriculum

FORMS REVISED

None

TEAM COMMUNICATION

Supervisors should review this revised policy memo with current staff and with new staff during their first 30 days of employment.

LEADERSHIP CONTACT

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